

## **Preparation instructions for the OD FTE Worksheet (revised):**

A worksheet is required each time approval for a SF52 hiring action is requested.

1. **Current Employment Levels: On-Board** level is the number of employees on staff at the time of preparation, and will reflect all employment categories (e.g., full-time, part-time, intermittent, et.al.). Full-time equivalents (**FTE**) level must be derived, in part by converting other than full-time employees to partial FTE amounts.
2. **Outstanding Actions:** Information required is self-explanatory except FTE entries, which require adjustment based on accession/separation dates and employment category.
3. **Projected Employment Levels:** These are projected fiscal year-end totals, the sum of current levels and projected accessions and separations.
4. **FTE Ceiling Allocation:** The current approved allocation for your organization.
5. **FTE Net Position:** The number of FTE that your organization is projected to be above (+) or below (-) its ceiling allocation at fiscal year-end.

**Preparer signature block:** This block will be signed by the preparing official and is certification that the organization has current year funding sufficient to cover projected personnel salaries/benefits.

**Budget Office Approval block:** (self-explanatory)